

## Exempt Recruitment Announcement

### Senior Policy Analyst

*Opens: July 18, 2013 ~ Closes: July 31, 2013*

#### State Board of Education Profile:

The State Board of Education is authorized by the Washington State Legislature to provide advocacy and strategic oversight of public education; implement an accountability system that results in improved student learning; and provide leadership in the creation of a system that personalizes education and respects diverse cultures, abilities and learning styles. The Board also promotes achievement of the goals of Washington's Basic Education Act.

The Washington State Board of Education is comprised of sixteen members. Five members are elected regionally by representatives of local school boards; seven are gubernatorial appointees. The Superintendent of Public Instruction and one private school representative also serve. In addition to the fourteen voting members, the Washington Association of Student Councils selects two high school members for Board appointment.

#### Vision:

The State Board envisions a learner-focused state education system that is accountable for the individual growth of each student, so that students can thrive in a competitive global economy and in life.

#### Role:

The Senior Policy Analyst will report to the Executive Director. This position will provide expertise on problem formulation, data analysis, presentations, report writing, and may also include project management. The position requires well-developed writing, and presentation skills, as well as experience analyzing and interpreting educational data. The senior policy analyst may also assist with public outreach efforts to share information with parents, educators, and other stakeholders on proposals pertaining to implementing the charter school authorization process, implementation of more rigorous high school graduation requirements, revisions to the state's school accountability and assistance framework, and other SBE initiatives.

#### Principal responsibilities:

- ◆ Conduct research and analysis relating to a meaningful high school diploma and high school graduation requirements, school accountability, career and college-readiness initiatives and state improvement goals, and other topics under the State Board's purview.
- ◆ Perform data analysis on policy issues of interest to the Board, including regular use of the [Washington State Achievement Index](#).

- ◆ Work in collaboration with educational agencies and research organizations.
- ◆ Prepare publications and oral presentations for Board members, often in collaboration with other staff. Publications are written for a broad audience.
- ◆ Work with the Board members and diverse stakeholder groups on select issues

### **Knowledge and Skills:**

To successfully perform this position's responsibilities, the successful candidate will possess the following skills:

- ◆ At least 6 years of professional work experience in research and program evaluation preferred.
- ◆ At least a Master's degree in education, public policy analysis, public administration, economics, or a related field preferred.
- ◆ Demonstrated ability to plan, coordinate, and implement complex research and policy analysis projects.
- ◆ Excellent quantitative, analytical, oral/written/electronic communication, and interpersonal skills
- ◆ Proficiency in spreadsheet, presentation, and statistical applications.
- ◆ Experience as a teacher/educator in Washington public schools a plus.

### **Compensation:**

The annual compensation for this position is commensurate with experience and qualifications. Washington State has a generous benefit package including health, dental and life insurance, retirement, and an optional deferred compensation program. You may go to [www.hca.wa.gov](http://www.hca.wa.gov) and [www.drs.wa.gov](http://www.drs.wa.gov) for more information on insurance benefits and retirement plans.

### **Application Process:**

- Submit a letter of interest that includes a summary of qualifications as they relate to the desired qualifications
- Submit a resume including names of employers, dates of employment, salary history, Education and list a minimum of three references (one supervisor, one peer, and one subordinate).

Application information should be sent to:

**Kristin Collins, HR Consultant**  
**Office of Superintendent of Public Instruction**  
**600 Washington Street Southeast/Post Office Box 47200**  
**Olympia, Washington 98504-7200**  
**Voice/Message: (360) 725-6270; FAX: (360) 664-0567**  
**E-mail: [Kristin.Collins@k12.wa.us](mailto:Kristin.Collins@k12.wa.us) Internet: <http://www.k12.wa.us>**

## SBE VOLUNTARY AFFIRMATIVE ACTION FORM

Completing this form will enable the State Board of Education to assess the composition of the workforce for Affirmative Action planning purposes. We ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential and will be available only to authorized personnel. It will be maintained in a location separate from your official personnel file. The information you provide may require verification. Please be advised, if race, culture, military and/or disability status is not indicated, the statewide personnel computer system will classify you as Caucasian, no active military duty and no disability. Please review the affirmative action definitions attached to this form.

Name:	
Date of Birth (MM/DD/YY):	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Ethnicity/Hispanic Origin</b>	
Are you of Hispanic/Latino Origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hispanic Origin includes all persons of Mexican, Mexican American, Chicano, Puerto Rican, Cuban, Central or South American, Dominican, Latin American or other Spanish culture or origin, regardless of race.	
<b>Race Information (check all that apply)</b>	
<input type="checkbox"/> American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.	
<input type="checkbox"/> Asian – A person having origins in any of the Asian groups.	
<input type="checkbox"/> Black/African-American	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> White/Caucasian	
<b>Disability Information</b>	
Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, or learning? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Veteran Information (CHECK ALL THAT APPLY)</b>	
<input type="checkbox"/> Non Veteran	
<input type="checkbox"/> Vietnam-era Veteran	
<input type="checkbox"/> Disabled Veteran*	
<input type="checkbox"/> Discharged with a duty-related disability* and less than 1 year of service	
<input type="checkbox"/> Discharged at the convenience of the government with less than 1 year of service	
<input type="checkbox"/> Honorably Discharged with 1 year + of service receiving less than \$500 month	
<input type="checkbox"/> Separated or Retired Veteran earning less than \$500 month in retirement pay or with fewer than 20 years' active service.	
<input type="checkbox"/> Retired Veteran earning more than \$500 month in retirement pay or with 20 or more years' active service.	
<input type="checkbox"/> Other Veteran: _____	
<input type="checkbox"/> Surviving Spouse or Surviving Registered Domestic Partner of a Veteran.	
Please Choose Branch of Military:	
<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps <input type="checkbox"/> National Guard <input type="checkbox"/> Coast Guard	
<b>If you are a disabled veteran, state your percent (%) of disability _____%</b>	
<b>Signature:</b>	<b>Date:</b>

For the purpose of determining seniority for granting preference during layoffs and subsequent re-employment, any permanent employee who has one or more years of active military service in any branch of the armed forces of the United State or who has less than one year's service and is discharged with a disability incurred in the line of duty or is discharge at the convenience of the government and who, upon termination or such service, has received an honorable discharge, a discharge for physical reasons with an honorable record, or a release from active military service with evidence of service other than that for which an undesirable, bad conduct, or dishonorable discharge is given: Provided, that for the purposes of this section "veteran" does not include any person who has:

- (1) Twenty or more years active military service, and whose retirement is designated by the armed forces of the United State as "voluntary" as evidenced by the DD Form 214 or other official military records; **and**
- (2) Whose military retirement pay is in excess of five hundred dollars per month.

If you are a veteran or a surviving spouse or a surviving registered domestic partner of a veteran of active service in the armed forces of the United States, please provide a copy of the military discharge paper (DD214) or (NGB From 22). Military credit will be given based on this document.

**Permanent Employee** – For layoff purposes, any non-civil service exempt employee who has satisfactorily passed their probation period.

**Vietnam-era Veteran** – A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961\*, an May 7, 1975, and was discharge or released with other than a dishonorable discharge; or who was discharge or released from active duty for a service-connected disability if any part of the active duty was performed between August 5, 1964, and May 7, 1975. (\*Service between February 28, 1961, and August 4, 1964, must have been performed within the Republic of Vietnam in order to qualify)

**Disability** – For affirmative action data reporting purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means:

- (a) Any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions: or
- (b) Any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability.

The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled Veteran** – A person who is entitled to compensation under laws administered by the U.S. Department of Veteran Affairs for disability (A) rated at 30% or more, or (B) rated at 10% or 20% in the case of a veteran who has been determined by the Department of Veteran's Affairs to have a serious employment handicap, or (C) a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. Applicant must provide a letter from the Department of Veteran's Affairs Secretary confirming employment handicap as it relates to item (B).